

MCTime
PAY CODE DESCRIPTIONS

PAY CODE NAME	DESCRIPTION	USED IN PLACE OF OR IN ADDITION TO "HOURS WORKED"	MCPR REFERENCE (OR MCGEO CONTRACT)	PAY STUB DESCRIPTION
AWOL - Absence Without Leave	This pay code may be used by a supervisor to record an employee's absence from work if the employee: 1) fails to report to work; 2) leaves the work site prior to the end of the workday without supervisor approval; 3) fails to notify the supervisor of an absence from work under existing department policies/practices; or 4) obtains approval for an absence for fraudulent reasons.	IN PLACE OF	15-8	N/A
Admin Leave - Bereavement	To record administrative leave used upon the death of a family member or relative. Limited to 3 consecutive days for each occasion.	IN PLACE OF	21-2	ADMIN LV
Admin Leave - Cnty Facility Clsd	To record administrative leave granted by the CAO (Chief Administrative Officer) when a dangerous or unhealthy situation exists at a County facility.	IN PLACE OF	21-1(b)	ADMIN LV
Admin Leave - Court Appearance	To record administrative leave used when subpoenaed as a witness in a civil or criminal case or an administrative hearing. Does not apply to cases or hearings that are unrelated to the employee's official duties and for which the employee is a party.	IN PLACE OF	21-1(e)	ADMIN LV
Admin Leave - General Emergency	To record administrative leave granted by the CAO during a declared time of general emergency.	IN PLACE OF	21-1(a)	ADMIN LV
Admin Leave - Jury Duty	To record administrative leave used when an employee is required to serve on a jury or to be present for jury selection.	IN PLACE OF	21-1(f)	ADMIN LV
Admin Leave - MCGEO Business	Administrative leave that may be used by MCGEO executive board members, shop Stewards and other Union representatives to perform specific Union related activities.	IN PLACE OF	MCGEO - 36.1 through 36.5	AML OPT
Admin Leave - Military - Active	Any full-time or part-time employee who is called to active duty during a national emergency or under presidential authority is entitled to use 15 workdays of paid administrative leave. This is in addition to any other administrative leave used for military training during the year. This leave should be used when the employee is initially called to active duty, so as to act as a pay buffer until the County receives information from the employee about the employee's military pay and allowances, and determines the amount of the salary supplement, if appropriate. Per CAO letter dated 10/9/2001, Important Announcement regarding Montgomery County Employees who are called to Active Military Duty.	IN PLACE OF	N/A	ADMIN LV
Admin Leave - Military Res Trng	To record administrative leave for a County employee that is a member of the Maryland organized militia who must report to inactive military training. Limited to no more than 15 workdays per year.	IN PLACE OF	22-5	ADMIN LV
Admin Leave - Other	To record administrative leave under other circumstances where the CAO determines that granting administrative leave is in the best interest of the County.	IN PLACE OF	21-1(j)	ADMIN LV

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Admin Leave - Prof Improvement	To record administrative leave used when required to attend officially approved meetings, conferences, seminars or training or as paid professional improvement leave.	IN PLACE OF	21-1(d)	ADMIN LV
Admin Leave - Relieved From Duty	To record administrative leave for an employee that has been relieved from duty, but should continue to receive pay.	IN PLACE OF	21-1(c)	ADMIN LV
Admin Leave - Temp Disability	To record administrative leave when injured on the job, until the Risk Management Division of the Department of Finance determines if the employee is eligible for disability leave.	IN PLACE OF	21-1(i)	ADMIN LV
Annual Leave	To record the use of accrued annual leave that was scheduled in advance with supervisory approval.	IN PLACE OF	16-6(a)	ANNUAL LV
Annual Leave With FMLA	To record the use of accrued annual leave that is used in conjunction with FMLA (Family and Medical Leave Act) leave.	IN PLACE OF	16-11	ANNUAL LV
Annual Leave With Parental Leave	To record the use of accrued annual leave that is used in conjunction with Parental Leave.	IN PLACE OF	20-4(a)	ANNUAL LV
Annual Leave - Unscheduled	To record the use of accrued annual leave that was not scheduled and approved by the supervisor in advance.	IN PLACE OF	16-6(a)	ANNUAL LV
Call Back Pay	Use to record time spent performing an unanticipated and unscheduled work assignment for which the employee was required to return to work. A minimum of three hours should be recorded regardless of how long the call-back assignment lasts. All Call Back Pay is paid at 1 1/2 times the employee's regular hourly rate.	IN PLACE OF	10-13	OVERTIME
Comp Leave Earned - 1 Hr Eq 1.0	System generated compensatory leave earned based upon the total hours worked. Generally, overtime compensation will be paid in the form of compensatory leave on a one hour worked = one hour earned basis for exempt employees in job classes at a pay grade of 25 or above. Under special circumstances, a supervisor may convert this compensatory leave to paid overtime by using the Pay Code Move function in MCTime.	N/A	10-7(c)(3)(B) 10-7(f)(2)	Comp Leave Hours Earned
Comp Leave Earned - 1 Hr Eq 1.5	System generated compensatory leave earned based upon the total hours worked. Generally, overtime compensation will be paid in the form of compensatory leave on a 1 hour worked = 1 1/2 hours earned basis for exempt employees in job classes at a pay grade of 24 or below. Under special circumstances, a supervisor may convert this compensatory leave to paid overtime by using the Pay Code Move function in MCTime.	N/A	10-7(c)(3)(A) 10-7(f)(2)	Comp Leave Hours Earned - 1 hr in MCTime = 1.5 hrs on pay stub

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Comp Leave Earned - 1 Hr Eq 2.0	For use only if an employee that is eligible to earn Holiday Premium Pay at 2.0 requests to receive compensatory leave in lieu of Holiday Premium Pay. Conversion of hours from Holiday Premium Pay to Compensatory Leave must be performed by a supervisor via the "move" function in MCTime.	N/A	24-8(b)	Comp Leave Hours Earned - 1 hr in MCTime = 2.0 hrs on pay stub
Comp Leave Earned For Holiday	If an observed holiday falls on a full time employee's regular day off and the employee does not select an alternate day off within the pay period, an equivalent number of compensatory leave earned hours should be recorded as the holiday benefit. All part time employees that are not scheduled to work on the observed holiday will receive a prorated holiday benefit in the form of compensatory leave hours earned.	N/A	24-5(b)(2)	Comp Leave Hours Earned
Comp Leave Used	To record the use of earned compensatory leave that was scheduled and approved by the supervisor in advance. Comp Leave earned in one pay period is not available for use until the next pay period.	IN PLACE OF	10-8(b)	COMP LV
Comp Leave With Parental Leave	To record the use of earned compensatory leave that is used as with Parental Leave.	IN PLACE OF	20-4(a)	COMP LV
Comp Leave - Unscheduled	To record the use of earned compensatory leave that was not scheduled and approved by the supervisor in advance. Used for overtime calculations if the employee works overtime on the day prior to the unscheduled absence.	IN PLACE OF	10-8(b), 10-7(d)(2)	COMP LV
Conservation Corps - Rate 1	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 1
Conservation Corps - Rate 2	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 2
Conservation Corps - Rate 3	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 3
Conservation Corps - Rate 4	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 4
Conservation Corps - Rate 5	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 5
Conservation Corps - Rate 6	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 6
Conservation Corps - Rate 7	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 7
Conservation Corps - Rate 8	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 8
Conservation Corps - Rate 9	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 9
Conservation Corps - Rate 10	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 10

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Disability Lv With Workers Comp	Used by a supervisor or admin to record hours for which an employee is unable to perform work due to a work related injury or illness and is receiving workers compensation benefits for a temporary disability.	IN PLACE OF	18-1	DISAB LV
Emergency Pay	To record hours worked during a declared general emergency for which the employee was required to work. These hours should be recorded in addition to recording regular "HOURS WORKED" on the timecard.	ADDITION	10-14	EMERGENCY
Family Sick Leave	To record sick leave hours used when a member of the employee's immediate family is ill, injured or medically quarantined; or has a medical, dental or optical examination or treatment. Family sick leave hours available for use are limited to the number of sick leave hours earned in a year (i.e. 120 hours for most full time employees).	IN PLACE OF	17-7	FAM SKL
Family Sick Leave With FMLA	To record the use of accrued and authorized Family Sick Leave that is used in conjunction with FMLA (Family and Medical Leave Act) leave.	IN PLACE OF	17-7,19-5(c)	FAM SKL
Field Training Diff - MCGEO	To record hours worked during which the employee was assigned to train a new unit employee. Applies to Bus Operators, Police Telecommunicators, Correctional Officers and Deputy Sheriffs. This pay differential pay code should be used in conjunction with the Hours Worked pay code.	ADDITION	MCGEO - Article 5.23	FLD TRN RG
Field Training - OT - MCGEO	To record hours worked during which the employee was assigned to train a new unit employee. Applies to Bus Operators, Police Telecommunicators, Correctional Officers and Deputy Sheriffs. This pay code should be used when the employee is working in overtime status.	ADDITION	MCGEO - Article 5.23	FLD TRN OT
Flex Hours Worked	This pay code may be used by employees on a Compressed Schedule to flex hours worked between workdays WITHIN THE SAME WORK WEEK. (Total Flex Hours worked must net to zero for the work week.) The pay code may also be used by EXEMPT employees on all schedules to flex hours between work weeks within the same payroll reporting period. (Total Flex Hours Worked for the payroll period must net to zero.)	IN PLACE OF	15-3(e)(2)	REGULAR
Holiday Leave	Paid leave credited to an employee when an observed holiday falls on a scheduled work day. May also be used to record an alternative day off for an employee if the observed holiday falls on an unscheduled day.	IN PLACE OF	24-5(a) 24-5(b)	REGULAR

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Holiday Pay	If an observed holiday falls on a full time employee's regular day off, the department director may offer the employee pay as a holiday benefit only if the department director would have to pay overtime to another employee if the employee took an alternate day off. This pay code may only be entered on an employee's timecard by a supervisor.	ADDITION	24-5(b)	HOLIDAY
Holiday Premium Pay At 1.5	System calculated holiday premium pay calculated at 1 1/2 times the employees hourly pay rate for work performed on a holiday that falls on the employees regular workday. All hours worked on the holiday should be recorded using the Hours Worked pay code.	ADDITION	24-7	HOL PREM 1
Holiday Premium Pay At 2.0	System calculated holiday premium pay calculated at two times the employee's hourly pay rate for work performed on a holiday that falls on an unscheduled workday. The actual hours worked on the holiday should be recorded using the Hours Worked pay code.	ADDITION	24-7	HOL PREM 2
Hours Worked	Used by all employees to record ALL hours worked regardless of the total number of hours worked in a day or week or whether the hours are considered overtime hours.	N/A	N/A	N/A
Leave Without Pay	To record approved UNPAID hours for which the employee is absent from work.	IN PLACE OF	23	N/A
Leave Without Pay - FMLA	To record approved UNPAID leave hours for which the employee is absent from work that are used as with FMLA leave (Family and Medical Leave Act leave).	IN PLACE OF	23-4(a)(1)	N/A
Leave Without Pay - Parental Lv	To record approved UNPAID hours for which the employee is absent from work that are used in conjunction with Parental Leave.	IN PLACE OF	20-4(a),23-4(a)(2)	N/A
Military Leave	For use by a County employee member of the Maryland organized militia who is called to active duty under the authority of the Maryland governor for the period of actual service. This does not include inactive duty training. Also applies to members of the U.S. armed forces or National Guard that are involuntarily called to active duty under the authority of the President or a national emergency. These employees are entitled to receive County pay reduced by all pay and allowances received from the military except for separation allowances.	IN PLACE OF	22-2(c)	MILITARY LV
Multilingual Basic	System generated Multilingual Pay Differential paid to employees certified by OHR at the Basic level. The differential is paid based on all regular hours worked.	ADDITION	10-9(c)	MULT D RG1

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Multilingual Advanced	System generated Multilingual Pay Differential paid to employees certified by OHR at the Advanced level. The differential is paid based on all regular hours worked.	ADDITION	10-9(c)	MULT D RG2
Multilingual OT Basic	System generated Multilingual Pay Differential paid to employees certified by OHR at the Basic level. The differential is paid based on all overtime hours worked.	ADDITION	10-9(c)	MULT D OT1
Multilingual OT Advanced	System generated Multilingual Pay Differential paid to employees certified by OHR at the Advanced level. The differential is paid based on all overtime hours worked.	ADDITION	10-9(c)	MULT D OT2
OBGYN Pay Differential	For use by employees in the Obstetrician job class performing services on behalf of the Department of Health and Human Services. Employees should record 8 hours of Regular Hours Worked AND 8 hours of OBGYN Pay Differential for each delivered baby.	ADDITION	N/A	PH DIFF
Overtime At 1.0	System generated overtime pay applicable to exempt employees in grades 25 and higher that is calculated based upon total hours worked. Generally, overtime compensation that is paid in the form of pay and is calculated as 1 hour worked = 1 hour of overtime pay for all employees. At the employee's request, a supervisor may convert this overtime pay to compensatory leave earned by using the Pay Code Move function in MCTime.	ADDITION	10-7	OVERTIME 2
Overtime At 1.5	System generated overtime pay that is calculated based upon total hours worked. Generally, overtime compensation will be paid in the form of pay and is calculated as 1 hour worked = 1 1/2 hours of overtime pay for all employees in job classes that are non-exempt from the Fair Labor Standards Act. At the employee's request, a supervisor may convert this overtime pay to compensatory leave earned by using the Pay Code Move function in MCTime.	ADDITION	10-7	OVERTIME
Paid Time Off	For use by Directors & MLS employees only that participate in the RSP. To record the use of accrued Paid Time Off.	IN PLACE OF	16-12 17-16	PD TME OFF
Paid Time Off with FMLA	For use by Directors & MLS employees only that participate in the RSP. To record the use of accrued Paid Time Off that is used in conjunction with FMLA (Family and Medical Leave Act) leave.	IN PLACE OF	16-12 17-16	PD TME OFF
Paid Time Off with Parental Lv	For use by Directors & MLS employees only that participate in the RSP. To record the use of accrued Paid Time Off that is used as with Parental Leave.	IN PLACE OF	16-12, 17-16, 20-4	PD TME OFF
Personal Day	To record the use of one or more accrued Personal Days. Time used is recorded as hours; however Personal Days must be taken in whole day increments.	IN PLACE OF	25-3	PERSONAL

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Personal Day with FMLA	To record the use of one or more accrued Personal Days used in conjunction with FMLA (Family and Medical Leave Act) leave. Time used is recorded as hours; however Personal Days must be taken in whole day increments.	IN PLACE OF	25-3, 19-5(b)	PERSONAL
Personal Day with Parental Leave	To record the use of one or more accrued Personal Days used as with Parental Leave. Time used is recorded as hours; however Personal Days must be taken in whole day increments.	IN PLACE OF	25-3, 20-4	PERSONAL
Regular	System generated hours worked that are paid at the employee's base hourly pay rate.	N/A	N/A	REGULAR
Religious Leave Earned	To record additional hours worked during the work week to provide for equal time off for religious use purposes.	IN PLACE OF	15-4(a)	Religious Leave Hours Earned
Religious Leave Used	To record time off for religious leave purposes that corresponds to an equal amount of additional hours worked as Religious Leave Earned.	IN PLACE OF	15-4(a)	REL LV USE
Shift Differential 2pm - 1059pm	All employees that are eligible to earn Shift Differential Pay must enter hours worked that are eligible for shift differential pay. See the MCGEO Bargaining Unit agreement for specifics. The payment of shift differentials have been automated for DPWT Transit Services Bus Operators and should not be entered.	ADDITION	MCGEO - Article 5.3	SHFT D RG3
Shift Differential 11pm - 5am	All employees that are eligible to earn Shift Differential Pay must enter hours worked that are eligible for shift differential pay. See the MCGEO Bargaining Unit agreement for specifics. The payment of shift differentials have been automated for DPWT Transit Services Bus Operators and should not be entered.	ADDITION	MCGEO - Article 5.3	SHFT D RG4
Shift Diff Overtime 2pm - 1059pm	All employees that are eligible to earn Shift Differential Pay must enter overtime hours worked that are eligible for shift differential pay. See the MCGEO Bargaining Unit agreement for specifics. The payment of shift differentials have been automated for DPWT Transit Services Bus Operators and should not be entered.	ADDITION	MCGEO - Article 5.3	SHFT D OT3
Shift Diff Overtime 11pm - 5am	All employees that are eligible to earn Shift Differential Pay must enter overtime hours worked that are eligible for shift differential pay. See the MCGEO Bargaining Unit agreement for specifics. The payment of shift differentials have been automated for DPWT Transit Services Bus Operators and should not be entered.	ADDITION	MCGEO - Article 5.3	SHFT D OT4
Sick Leave	To record the use of accrued and authorized sick leave that was scheduled in advance, i.e. medical, dental or optical appointments.	ADDITION	17-6	SICK LV
Sick Leave with FMLA	To record the use of accrued and authorized sick leave that is used in conjunction with FMLA (Family and Medical Leave Act) leave.	IN PLACE OF	19-5(c)	SICK LV

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Sick Leave with Parental Leave	To record the use of accrued and authorized sick leave that is used as Parental Leave.	IN PLACE OF	20-4(a)	SICK LV
Sick Leave - Unscheduled	To record the use of accrued and authorized sick leave that was not scheduled in advance, i.e. illness, unanticipated medical appointment, etc. Use of this pay code impacts the calculation of overtime when overtime was worked on the day preceding the unscheduled absence.	IN PLACE OF	10-7(d)(2), 17-6, 17-8	SICK LV
Sick Leave - Donated Leave Used	To record the use of donated sick leave. All other accrued leave balances must be exhausted.	IN PLACE OF	17-10(a)	SICK LV
Stand By Pay	Off duty hours for which an employee is required (by the department director) to remain ready to perform unscheduled or unanticipated work.	ADDITION	10-11	STAND-BY
Temp/Part Time Pay	This pay code must be used by employees that are assigned and working in a "Job 2" designated job and position. Use of this pay code is limited to a small number of employees that work on a part time basis in two different job classes and are paid at two different pay rates. Hours worked applicable to the Job 2 position are recorded with this pay code.	IN PLACE OF	N/A	TEMP PAY
Unpaid Time Worked	Applies to MLS employees and exempt employees in grades 25 and above. Represents recorded hours worked that are in excess of 80 hours in the pay period that are not compensated. For exempt employees in grades 25 and above, these hours represent the first five hours worked on scheduled work days that are in excess of the normal workweek.	N/A	10-6(b)(5), 10-7(b)	N/A
Variable Pay Rate For S1	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 1
Variable Pay Rate For S2	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 2
Variable Pay Rate For S3	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 3
Variable Pay Rate For S4	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 4
Variable Pay Rate For S5	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 5
Variable Pay Rate For S6	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 6
Variable Pay Rate For S7	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 7

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Variable Pay Rate For S8	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 8